



POSITION DESCRIPTION

Position Title

Personnel Manager

Primary Purpose of Role

Communicating to section managers the season by season instrumentation requirements of programs and to develop and maintain contact with musicians for the purpose of sustaining and developing The Grainger Wind Symphony brand and reputation.

General Duties of a Committee Member

- 1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- 2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- 3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence, both personally and professionally.
- 4) Committee members must exercise their powers and discharge their duties—
 - a) in good faith in the best interests of the Association; and
 - b) for a proper purpose.
- 5) Committee members and former committee members must not make improper use of—
 - a) their position; or
 - b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Key Responsibilities

- 1) Liaise with the conductor to communicate instrumentation of programs to section managers.
- 2) Monitor the booking of players to ensure that the quality of sections enables programs to be performed at a high standard.
- 3) Lead the use of civiCRM for contact and storage of player information.
- 4) Communicate new player enquiries to section managers and monitor return communication of suitability and possibility of attending a rehearsal within two weeks of initial contact.
- 5) Maintain attendance records of rehearsals and performances.
- 6) Protect, maintain and extend the Grainger Wind Symphony brand and reputation.

Skills Required*

- 1) Strong written and verbal communication skills.
- 2) Strong planning and time management skills, with the ability to work independently.
- 3) A good understanding of electronic communications and web based database.
- 4) Ability to network (including cold call), develop and maintain relationships with musicians.
- 5) Ability to communicate and respond in a timely manner using e-mail and SMS on mobile devices.

*or a willingness to learn and develop skills in the role.